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## 2013 RELEASE SCHEDULE

The Infinite Campus release schedule is now posted online on the KDE website > KSIS homepage [here](#). The schedule is available in the blue box to the right of the KSIS overview.

The next release (1302) is scheduled to be available to all districts Feb. 13. Districts with staging sites have access to this release now. Release notes and recorded release information will be sent out prior to the release to all districts.

KDE will continue to release the second Wednesday of each month. Any changes to this schedule will be communicated through a KSIS Notification to all KSIS Points of Contact.

## PERSISTENCE TO GRADUATION TOOL

The Persistence to Graduation Tool (PtGT) is available for use in Infinite Campus (IC). This report was turned on again in late December, and we encourage districts and schools to use the tool as part of their College and Career Readiness work. The Persistence to Graduation Tool is available under KY State Reporting > KDE Reports; it's available to run from the district level but can be run by school. It's recommended that large districts run by school instead of district to optimize performance. Please be aware of the points below to maximize effectiveness of this tool.

### To prevent system performance issues:

- Districts must run this report outside of school operating hours. The PtGT requires a large amount of data to fulfill report requirements and, if run during operational hours, could cause system slowness or outages that would affect anyone trying to simultaneously use the system. For districts on centralized servers in Frankfort, there is the potential for affecting not only their own district but other districts on the same set of servers.
- Run the report only one time and allow enough time for the report to finish. Click on the "Generate Report" only one time. Each subsequent click schedules an additional report, which further overloads the server. Be aware that there might be a slight time delay from the moment the click is made until the report is produced.

### To ensure data quality:

- Verify LEP students are set up correctly in Infinite Campus. Prior to generating the PtGT, please execute an LEP extract report and verify LEP student status to ensure all LEP students are included. If you have questions related the LEP extract, please contact the Office of Next Generation Learners at (502) 564-4970.
- Verify that grades (pass/fail) are set up correctly. This can be done by looking at an existing PtGT report. If you do not have an existing report, you will need to run one. If students are known to have failing grades but are showing no failing grades, it is possible that grades are set up incorrectly in System Administration > Grading & Standards.

The Kentucky Department of Education appreciates your patience as we work to continue to improve this tool to support your district's efforts in increasing college and career readiness for all Kentucky students.

## E-TRANSCRIPTS 2012-13 PILOT

Kentucky Education Agencies ([KDE](#), [KHEAA](#) and [CPE](#)) have partnered on an electronic transcripts project. The 2012-13 pilot includes 15 schools from 15 districts. Full implementation will be in 2013-14.

KDE is collecting transcripts from participating districts and working with four higher education institutions on preferences for a common transcript format.

Questions can be directed to [DeDe Conner](#).

## \*NEW\* INFINITE CAMPUS DATA BEING USED IN CIITS

- Infinite Campus has set up a new CIITS role in the District Assignments > Title dropdown list – "CIITS School Roster Manager". Educator Development Suite (EDS) pilot schools are using it. There is no need to take any action or set up any staff with this role. Additional information will be sent as action is needed.
- EPSB ID from PATH: Census > People > Credentials > Licensure/Certification > License # is being used to identify teachers in Student Voice Survey for these same pilot schools.

## 2012 INTERCHANGE MATERIALS

The 2012 Interchange materials have been posted on Campus Community [here](#), or by doing a search on “Kentucky Interchange.”

You can subscribe to the Kentucky Forum or to individual threads within the forum to receive notification updates, post questions, see responses, etc.

The Kentucky Interchange was held in Louisville on Monday, Dec. 3, and Tuesday, Dec. 4.

## ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed.



Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd.

Access the KDE Facebook page [here](#) or by searching for “Kentucky Department of Education” on Facebook under “Government Organization.”



## DID YOU KNOW INFINITE CAMPUS HAS A REFINED COMBINE PERSON TOOL?

The Infinite Campus E.1234 release contained an improved version of the Combine Person tool. This is a very powerful tool containing the following new features:

- ⇒ A view of the existing data for the records to be combined is presented to the user.
- ⇒ Pre- and Post-Audit Reports are provided to audit a subset of each user’s information before and after a merge occurs.
- ⇒ The merging done in a District Edition also will merge records in the State Edition.

When two person records are merged, duplicate information is deleted, similar data is merged and unique data is retained. Prior to using the Combine Person tool, users should use the Duplicate Student Search Report and Duplicate IDs Report to identify potential duplicate students.

**This is an administrative tool, so the following needs to be understood:**

- 1. User access should be very limited (Infinite Campus recommends no more than one or two people per district).**
- 2. Once a merge is complete, it cannot be undone by district personnel.**
- 3. The district will be charged a per-hour fee by Campus Support for correcting the records at district and state levels.**

Training on the use of this tool is strongly recommended. A recorded version of the Combine Person Tool Webinar can be accessed [here](#). Documentation for the tool also is available on Campus Community [here](#).

### Office of Knowledge, Information and Data Services (KIDS) – Division of Enterprise Data

David Couch, Associate Commissioner

DeDe Conner, Director

**K SIS Team:** Garnetta Barnette – Todd Haydon – Becky Jenkins – Candy Johnson – Lisa McKinney – James Reed

*The Enterprise Data Team said farewell to a longtime team member on Jan. 15.*

*Leigh Ann Welch has transferred to another position within state government. We wish her all the best and thank her for her years of service.*

# CIITS News

*you can use!*

February 2013

A supplement to the KSIS & More newsletter devoted to CIITS data issues. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is being used and the critical need for accuracy.

## ISSUE ESCALATION

1. Verify data is correct in Infinite Campus.
2. Contact CIITS Help Desk: (855) 435-7459 or [ciitshelp@schoolnet.com](mailto:ciitshelp@schoolnet.com).
3. If not resolved, contact the [KETS Service Desk](#): [ketshelp@education.ky.gov](mailto:ketshelp@education.ky.gov)

## CIITS ASSESSMENT REPORTS

CIITS now has pre-formatted reports for K-KPREP, Alternate K-PREP, college and career readiness, student growth and K-PREP (end of course).

School-, district- and state-level preformatted or custom reports can be generated if you:

1. Login to CIITS
2. Select School and District Data Tab
3. Click on Report Builder
4. Select Build a Pre-Formatted Report or Custom Report
5. Click on Pre-Formatted Report
6. Select from the options in the three drop-down menus
7. Run Report

# Continuous Instructional Improvement Technology System



## SELF HELP THROUGH MY ACCOUNT

There is new user-account maintenance functionality within CIITS. Look for the "My Account" option in the upper right corner on the homepage. This feature provides users the ability to: (1) Change a password and (2) Change the default school or switch between schools for users assigned to more than one school.

### (1) To change password:

**Step 1:** Select "My Account" from your CIITS homepage.

**Step 2:** Select the "Change Password" tab. Passwords must consist of 6-50 characters with at least one number and one letter. *This password will be used for accessing CIITS only.*

### (2) To change default role and default institution

**Step 1:** Select "My Account" from your CIITS homepage.

**Step 2:** From the Roles and Operations tab, view account permissions. Users that are permissioned at multiple schools have the option to update the "default" institution that will be displayed when logging into CIITS. Users can easily switch between schools from this area.

**Step 3:** To verify that role and/or institution has been updated, click the button. Your role and institution will be indicated under your name.

See complete instruction document with screenshots online [here](#).

**IMPORTANT NOTE:** Please do not change information contained within the Personal Information tab and E-mail and Notifications tab. This information must be changed using Infinite Campus. There are 54 districts participating in the PGES Field Test. If you are not participating in the PGES Field Test, it is recommended that you do not make any updates to the other tabs available within "My Account."

## CIITS 14.3 Release Highlights

CIITS 14.3 will be available to districts Feb. 1. This release will include:

- mobile device support for iPad assessments
- assessment administration enhancements
- enhancements to My Account tool
- improvements to assessment reports and views
- new federated search functionality
- Educator Development Suite enhancements

Details on these enhancements will be communicated prior to the release date.

